

Word 2013 - Neuerungen in Word 2013 (O34)

ID O34 **Price** 590.— €(excl. tax) **Duration** 1 day

Dieses Training führen wir in Kooperation mit PC-COLLEGE durch.

Who should attend

Der Kurs ist für Teilnehmer konzipiert, die auf Word 2013 umsteigen.

Prerequisites

Grundlegende Kenntnisse in Word in einer Vorgängerversion.

Course Objectives

Praxisbezogen lernen Sie hier die Neuerungen kennen, um mit Ihrem Word effektiv zu arbeiten.

Course Content

- Neuerungen in Microsoft Office und Microsoft Word gegenüber MS-Office
- Das Menüband in MS-Word, Minisymbolleiste, Dateiregister, Livevorschau, Schnellzugriffsleiste, Schnellformatierungsleiste und Statusleiste
- Das neue Word-Dateiformat
- Direkte Bearbeitung von PDF-Dateien
- Umgang mit Formatvorlagen und Dokumentvorlagen
- Neue Suchfunktionen, der Navigationsbereich
- Textbausteine erstellen und verwalten
- Serienbriefe erstellen und verwalten
- Smartarts aus Aufzählungen generieren, Arbeiten, Formatieren und exaktes Positionieren mit SmartArt Grafiken
- Die neuen Möglichkeiten bei Bildern und Grafiken
- Optional:
 - Diagramme erstellen und bearbeiten
 - Teamarbeit
 - Übersetzungsfunktionen
 - Screenshots

About Fast Lane



Fast Lane is a global, award-winning specialist in technology and business training as well as consulting services for digital transformation. As the only global partner of the three cloud hyperscalers- Microsoft, AWS and Google- and partner of 30 other leading IT vendors, Fast Lane offers qualification solutions and professional services that can be scaled as needed. More than 4,000 experienced Fast Lane professionals train and advise customers in organizations of all sizes in 90 countries worldwide in the areas of cloud, artificial intelligence, cyber security, software development, wireless and mobility, modern workplace, as well as management and leadership skills, IT and project management.

Fast Lane Services

- ✓ High End Technology Training
- ✓ Business & Soft Skill Training
- ✓ Consulting Services
- ✓ Managed Training Services
- ✓ Digital Learning Solutions
- ✓ Content Development
- ✓ Remote Labs
- ✓ Talent Programs
- ✓ Event Management Services

Training Methods

- ✓ Classroom Training
- ✓ Instructor-Led Online Training
- ✓ FLEX Classroom – Classroom & Online Hybrid
- ✓ Onsite & Customized Training
- ✓ E-Learning
- ✓ Blended & Hybrid Learning
- ✓ Mobile Learning

Technologies & Solutions

- ✓ Digital Transformation
- ✓ Artificial Intelligence
- ✓ Cloud
- ✓ Networking
- ✓ Cyber Security
- ✓ Wireless & Mobility
- ✓ Modern Workplace
- ✓ Data Center



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Multiple Awards
from vendors such as AWS,
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VMware



Experienced SMEs
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